

# EKSAYN

## – TRAVEL PLANNING GUIDE –

Thank you for booking EksAyn as your speaker and for giving EksAyn and his team the pleasure to serve you!  
EksAyn looks forward to creating a memorable, once-in-a-lifetime event!

Once your booking is made, Eks Communications will decline other paid engagements for EksAyn for that date.  
EksAyn's fees and payment of those fees are discussed in confidence prior to the booking being made.

Soon after your booking, EksAyn's team will send you his Pre-event Questionnaire to complete, so that he may customize the program for your audience's needs.

## EVENTS WITHIN THE UNITED STATES

EksAyn's team wants to make travel booking as simple and positive for your team as possible and can be flexible with the needs of your event.

**EksAyn's team is happy to book EksAyn's travel arrangements (including all flights, ground transportation, hotel accommodations, and meals) with a simple flat travel fee if your team would like.**

OR, if your team would prefer to handle booking EksAyn's travel, here are some things to consider:

### **ARRIVAL/DEPARTURE TIME**

Typically, EksAyn arrives the day before his presentation takes place and departs either the day of or the day following his presentation.

### **FLIGHTS**

EksAyn typically flies out of Salt Lake International Airport (SLC), however other airports may be considered / required depending on EksAyn's schedule and location at the time of your event.

**Seating Preference:** Window or aisle over wing or near front of aircraft or in exit row.

### **GROUND TRANSPORTATION**

Please secure a reliable (no preference on size) rental car from the airport from the day of arrival through departure.

### **HOTEL ACCOMMODATIONS**

Hotel membership numbers will be supplied by EksAyn's team. Please book a non-smoking room.

### **MEALS**

EksAyn's meals are often handled with an easy per diem agreement, allotted by you, rather than submission of receipts and additional accounting. Specifics of the per diem will be confirmed and agreed upon in the Speaker Agreement.



# EVENTS OUTSIDE THE UNITED STATES

EksAyn's team wants to make travel booking as simple and positive for your team as possible and can be flexible with the needs of your event.

**EksAyn's team is happy to book EksAyn's travel arrangements (including all flights, ground transportation, hotel accommodations, and meals) with a simple flat travel fee if your team would like.**

OR, if your team would prefer to handle booking EksAyn's travel, here are some things to consider:

## **ARRIVAL/DEPARTURE TIME**

To accommodate for time zone differences and travel time, EksAyn will attempt to arrive at least one, though possibly two, days before his presentation takes place and generally departs no later than the day following his presentation.

## **FLIGHTS**

EksAyn typically flies out of Salt Lake International Airport (SLC), however other airports may be considered / required depending on EksAyn's schedule and location at the time of your event.

Seating preference: Window or aisle over wing or near front of aircraft or in exit row.

## **GROUND TRANSPORTATION**

For international engagements, please book and cover the costs of transportation upon arrival into the country and for the duration of his stay. This includes professional transport services to and from the airport to the hotel and back.

## **HOTEL ACCOMMODATIONS**

Hotel membership numbers will be supplied by EksAyn's team. Please book a non-smoking room.

## **MEALS**

EksAyn's meals are often handled with an easy per diem agreement, allotted by you, rather than submission of receipts and additional accounting. Specifics of the per diem will be confirmed and agreed upon in the Speaker Agreement.

